

Sexual Assault Kit Tracking System (SAKTS)

Criminal Justice Coordinating Council

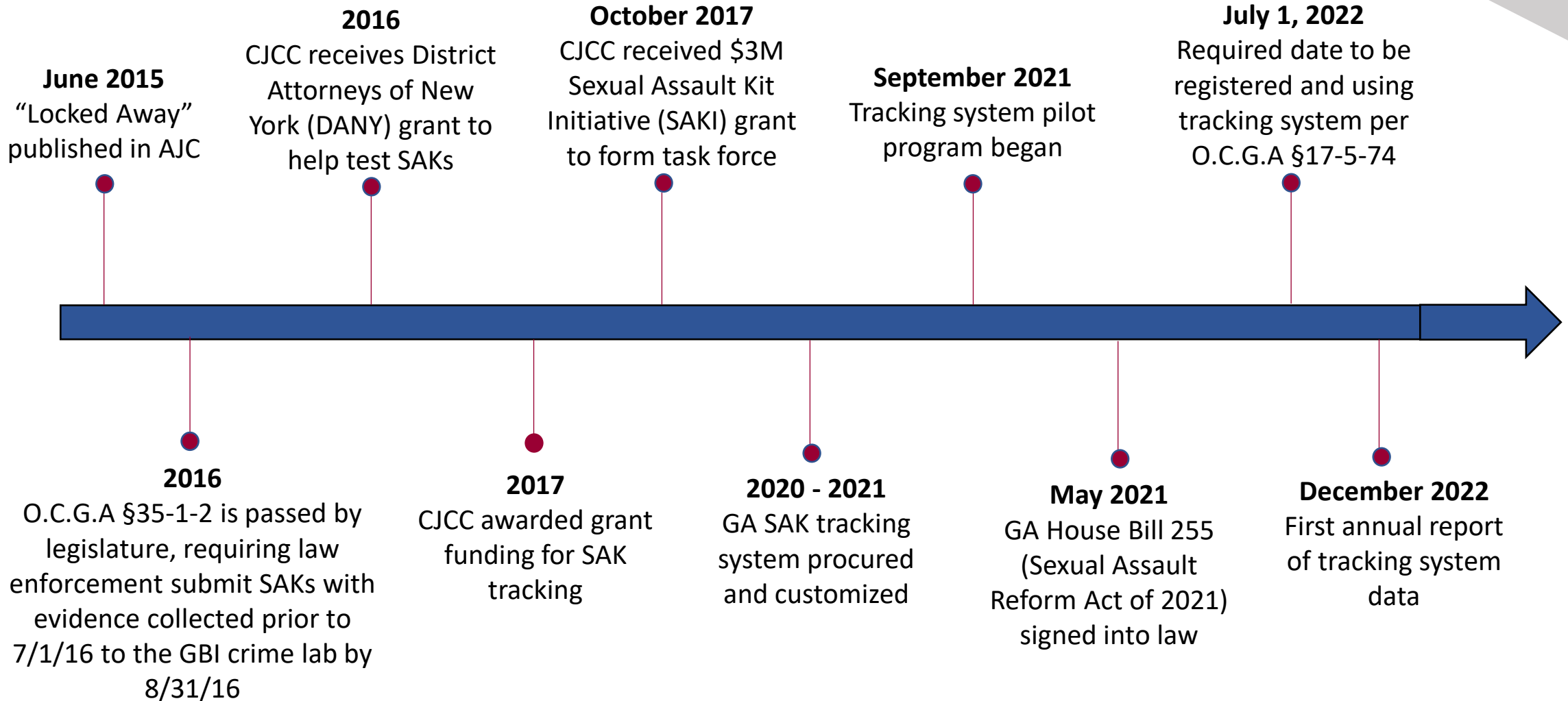




Training Agenda

- History
 - Laws Pertaining to Sexual Assault Kits
 - Participants, Workflows, Annual Report Data
 - System Website
 - Survivor Access
 - User and Administrator Access
 - User Resources and Support
-

CJCC | History



CJCC | Key Laws Regarding Sexual Assault Kits



O.C.G.A §35-1-2

- Law enforcement must submit SAKs with evidence collected prior to 7/1/16 to GBI crime lab by 8/31/16
- Law enforcement must receive SAKs within 96 hours
- Law enforcement must submit kits to GBI crime lab within 30 days
- GBI DOFS shall issue annual report to Governor's Office and Legislature

O.C.G.A §17-5-71

- Law enforcement agencies must retain physical evidence in non-report cases of sexual assault for a minimum of 12 months

O.C.G.A §17-5-74

- All medical facilities, state, county and city agencies, and persons that handle, process or store sexual assault kits (SAKs) to be registered users of the tracking system by **July 1, 2022**.
- Requires annual published report submitted to Governor's Office and Legislature

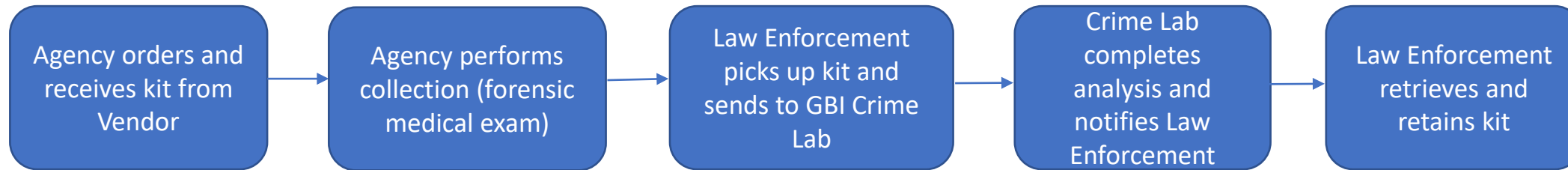
CJCC | SAKTS Participant Types



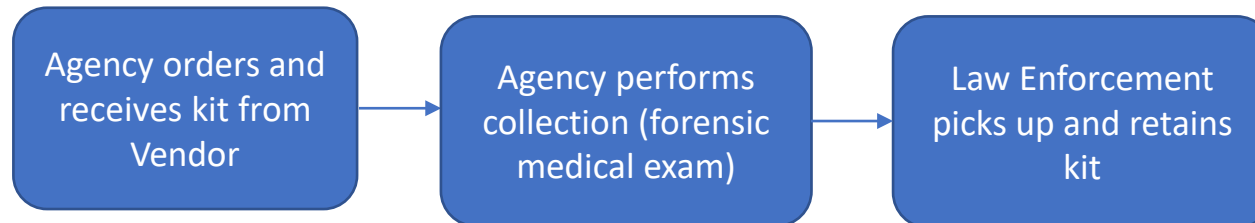
- Tri-Tech (SA Kit Vendor)
- Collection Sites (hospitals, sexual assault centers, child advocacy centers, university health departments, other forensic medical providers)
- Law Enforcement (local police depts. and sheriffs' offices, state/regional law enforcement, university law enforcement, local/state correctional facilities)
- Medical Examiners
- GBI Crime Lab
- Prosecutors (Investigators)



Reported kits:



Non-reported kits:



Law enforcement retains non-reported kits for a minimum of 12 months per [O.C.G.A § 17-5-71](#)



Data points required by §17-5-74

1. Number of kits used by collection sites to conduct forensic medical examinations of sexual assault victims
2. Number of kits for which a sexual assault has been reported to law enforcement (sorted by LE agency)
3. Average time for each law enforcement agency to retrieve reported sexual assault kits from collection sites
4. Of the sexual assault kits generated for reported cases, the number of kits submitted for forensic testing
5. Of kits submitted for forensic testing, the number of kits for which forensic testing has been completed
6. The number of kits for which a sexual assault has not been reported to law enforcement
7. The agencies/jurisdictions in which reported kits have not been submitted to the GBI crime lab in accordance with O.C.G.A §35-1-2



- The Sexual Assault Kit Tracking System is cloud-based that may be accessed through any web browser:
 - Desktop/laptop computer
 - Cell phone
 - Tablet
 - Other web-enabled device
- System Web Address: <https://sakts-ga.public-safety-cloud.com>
- Kits are identified and move through the system via a unique kit number. Users may manually enter a kit number OR use a barcode scanner



SAKTS Website
QR Code

- Sexual assault survivors access the system with their kit number and a PIN
- Survivors may view their kit history (jurisdictions and dates) as well as the status of forensic analysis
- Survivors are not able to see testing results



Survivor Access Card

CJCC | How a User is Added to the System



System Users:

1. Complete training via the [GPSTC online course](#) (law enforcement) or the [SVRGA website](#) (non- law enforcement)
2. Identify who your **Agency System Administrator(s)** is and request to be added as a System User.
3. Once your agency administrator adds you, wait for an email from the system instructing you to set your password. If you have not received this within a few hours of being added, inform your agency admin or email sakts-admin@cjcc.ga.gov

CJCC | How an Admin is Added to the System



System Administrators:

1. Complete training via the [GPSTC online course](#) (law enforcement) or [SVRGA](#) (non-law enforcement)
2. Complete [the certification form](#).
3. Wait for an email stating that you have been added to the system, followed by an email instructing you to set your password.
4. Once you have access to the system, you may begin adding other Agency Users.

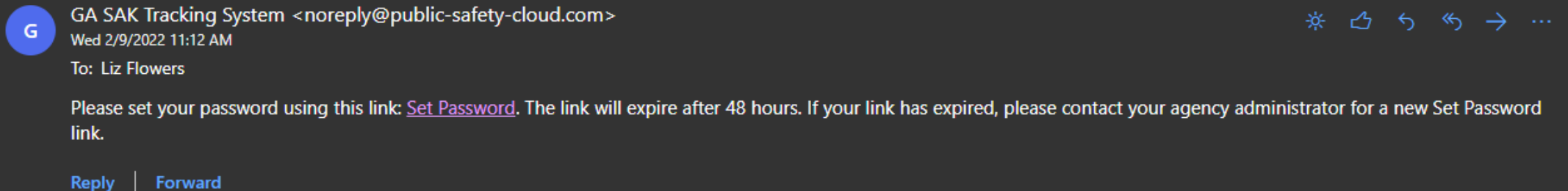
CJCC | SAKTS User Password Setup



When you are added as a User or Agency Administrator:

- You will receive an e-mail directly from the system (noreply@public-safety-cloud.com) instructing you to set your password.
 - You will have 48 hours to create your system password
 - Check your spam folder

Confirm your email and set your password.

A screenshot of an email interface. The sender is "GA SAK Tracking System <noreply@public-safety-cloud.com>" with a blue circular icon containing a white 'G'. The date and time are "Wed 2/9/2022 11:12 AM". The recipient is "To: Liz Flowers". The main body of the email reads: "Please set your password using this link: [Set Password](#). The link will expire after 48 hours. If your link has expired, please contact your agency administrator for a new Set Password link." At the bottom left, there are two links: "Reply" and "Forward". On the right side, there are icons for settings, share, reply, reply all, and forward.



- [Sexual Violence Resource of Georgia website](#)
 - Log-in instructions
 - Checklists for collection sites and law enforcement
 - Survivor Resources page (log-in instructions and FAQ sheet in English and Spanish)



- Include kit number in the medical chart or police report to know who it is connected to later.
- The PIN should **NEVER** be listed in a medical or police report. A generic sentence of “a PIN was generated” is sufficient.
- PINs can be created and assigned prior to the forensic medical exam and stored in a secure Excel spreadsheet
- Every agency sets up kit receipt and notification differently; determine the best procedures for your agency. Ask who in your agency will be responsible for the following actions in SAKTS:
 - receiving a kit from the vendor
 - receiving a kit from the collection site (detectives/investigators? evidence techs?)
 - notifying the next agency (law enforcement, GBI Crime Lab, etc.)

- The sexual assault kit tracking system (SAKTS) is supported by **statewide site administrators** within the Georgia Criminal Justice Coordinating Council (CJCC).
- Site administrators are tasked with the general support of the system and of the maintenance of the configurations. They also maintain the reports and the training materials contained within the system.
- Site administrators are available to support system users Monday through Friday, between 8am and 5pm (EST). You may reach the site administrators through their email sakts-admin@cjcc.ga.gov.

